



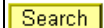










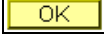



Processing Premium Pay

1.	Click the Administer Workforce link. 
2.	Double-click the Administer Workforce (USF) object. 
3.	Click the Use link. 
4.	Click the HR Processing link. 
5.	Click in the desired field by which you want to search. <input type="text"/>
6.	Enter the desired information into the Last Name field. Enter a valid value, e.g. " Smith ".
7.	Click the Search button. 
8.	Click the desired entry in the Search Results table to display the Data Control page. 
9.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the Add a new row at row 1 button to insert another row into the employee's record. 
10.	Click the Choose a date button. 
11.	Click on the effective date of the Premium Pay. <input type="text" value="8"/>
12.	Click in the *Action field. <input type="text"/>
13.	Enter the desired information into the *Action field. Enter a valid value, e.g. " HIR ".
14.	Click in the *Reason Code field. <input type="text"/>
15.	Enter the desired information into the *Reason Code field. Enter a valid value, e.g. " XFR ".
16.	Press [Tab] .
17.	Enter the desired information into the NOA Code field. Enter a valid value, e.g. " 130 ".
18.	Press [Tab] .
19.	Enter the desired information into the NOA Ext field. Enter a valid value, e.g. " 0 ".
20.	Press [Tab] .

21.	Enter the desired information into the Authority (1) field. Enter a valid value, e.g. " ABS ".
22.	Click the PAR Remarks link. 
23.	Enter the desired information into the Remark CD field. Enter a valid value, e.g. " A24 ".
24.	Press [Tab] to automatically see the text associated with the Remark CD .
25.	Click the Ok button. 
26.	Click the Compensation tab. 
27.	Click the Other Pay Information link. 
28.	Enter the desired information into the Earnings Code field. Enter a valid value, e.g. " C10 ".
29.	Press [Tab] to automatically see the text associated with the Earnings Code .
30.	Click the OK button. 
31.	Click the Expected Pay link. 
32.	NOTE: DO NOT use data on this page for pay verifications. NOTE: The Expected Pay Page is read-only containing a summary of the employee's expected pay. Take note that Total Other/Premium Pay will show the amounts entered in the Other Pay Information sub-page. Scroll as necessary to view the OK button. 
33.	Click the Ok button. 
34.	Change the PAR Status according to your role, if necessary. Click the Save button. 
35.	The processing of the Premium Pay is completed. End of Procedure.